TRANSMITTAL SLIP	DATE

TO: Protocol Branch

ROOM NO.	BUILDING
7E31	HQS

REMARKS:

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241   REPLACES FORM 36-8
1 FEB 55   WHICH MAY BE USED.   (47)

RETURN COPY

2 8 AUG 1984

MEMORANDUM FOR: Director of Data Processing

STAT   FROM:

Acting Executive Secretary, Honor and Merit Awards Board
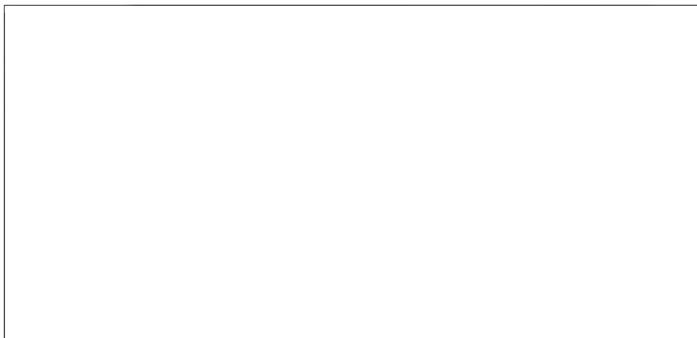
STAT   SUBJECT: Certificate of Merit –

1. I am pleased to note that you have approved award of the
STAT Certificate of Merit to [ ] in recognition of his
exceptional achievements for the Agency. Please inform him of the
award, of the security provisions governing it as set forth in the
attached memorandum from the Security Advisor, Honor and Merit
Awards Board, and advise him that the Protocol Branch, Office of
Personnel, will contact him to arrange presentation of the award.

2. We are committed to present awards as soon as possible
after their approval. When you have contacted the awardee, please
ask a member of your staff to mail the attached "Return Copy" of
this memorandum to the Protocol Branch, indicating the date of your
notification and a telephone number on which the awardee can be
reached.

STAT

Attachments

STAT

RETURN COPY